

Philip D. Murphy, Governor  
Sheila Y. Oliver, Lieutenant Governor  
Diane Gutierrez-Scaccetti, Commissioner  
Kevin S. Corbett, President & CEO

**NJ TRANSIT**  
One Penn Plaza East  
Newark, NJ 07105-2246  
973-491-7000

June 11, 2021

Ms. Salonia Saxton  
County of Union  
10 Elizabethtown Plaza - 2nd Floor  
Elizabeth, NJ 07207

**RE: Union 2022 Combined SCDRTAP/5311 Application**

Dear Ms. Saxton:

I am pleased to forward to your attention the combined 2022 Senior Citizens and Disabled Residents Transportation Assistance Program (SCDRTAP) and FTA Small Urban and Rural Area Public Transportation (Section 5311) application. If you are **not** an eligible subrecipient of both programs, you need only complete the portions of the application that pertain to the grant program for which you are applying.

Fiscal Year January 1, 2022 – December 31, 2022	
SCDRTAP Allocation	\$1,064,750.00
Section 5311 FTA Allocation	\$0.00 ( <i>FTA portion only</i> )

**Please note:** During the SCDRTAP application public hearing, you are required, at the minimum, to present a summary of proposed activities, goals for 2022 and a proposed budget. This ensures that the public will be better able to comment on your proposal. This information should also be read into the record during the hearing. You are also encouraged to arrange for a court stenographer to provide a transcript of the public hearing.

**Please scan and email a copy of the application (with all attachments) to NJ TRANSIT by and no later than August 20, 2021.** Once NJ TRANSIT receives, reviews and approves your completed application (in both printed and electronic form) a fully executed contract for each eligible grant will be sent to you.

If you have any questions regarding the application, please contact your assigned Regional Program Administrator.

Your services create a vital link in your community and helps provide independence and safe travel to residents of the state of New Jersey. Thank you for your continued dedication to community Transportation and most importantly, your customers.

Sincerely,

*Janelle Rivera*

Janelle Rivera, Manager, Local Programs

Cc: Lauren Williams, Regional Program Administrator



**STATE OF NEW JERSEY**

**SENIOR CITIZENS & DISABLED RESIDENTS  
TRANSPORTATION ASSISTANCE PROGRAM**

**&**

**FTA NON-URBANIZED AREA FORMULA PROGRAM  
(SECTION 5311 AND SECTION 5311 INNOVATION)**

**JANUARY 1, 2022 – DECEMBER 31, 2022**

County	Union	
Name of Transportation System	Union County Paratransit System	
Applicants Legal Name	County of Union	
Address	10 Elizabethtown Plaza 2 <sup>nd</sup> Fl.	
	Elizabeth, NJ 07207	
Name & Title of Person Completing the Application	Salonia Saxton	
	Director	
Phone Number	908-659-5001	
Fax Number	908-659-7443	
E-Mail Address	<u><a href="mailto:Ssaxton@ucnj.org">Ssaxton@ucnj.org</a></u>	

NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> fl.  
Newark, New Jersey 07105-2246  
Phone: (973) 491-7456

## TECHNICAL CAPACITY

All applicants must demonstrate the technical capacity to carry out the services proposed. At a minimum the applicant must be able to:

- Demonstrate the financial ability to perform and deliver the service applying for and awarded.
- Demonstrate the adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- Demonstrate the adequate level of staffing and operational experience needed in delivering the service as per grant award.
- Demonstrate the adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- Demonstrate the adequate level of vehicles including back-up vehicles to perform the service under this program.
- Demonstrate a driver training program to ensure safe and reliable service to all passengers.
- Demonstrate that the service provided is not duplicating other services funded under FTA or other funding sources. All FTA subrecipients must be part of the local Human Service Coordination Transportation plan.
- Demonstrate there are written procedures and policies for operations, grant administration and FTA reporting requirements.
- Demonstrate that the proposed service meets the funding requirement i.e.: if requesting funds under Section 5311- services must be provided in the rural area for general public. This must be demonstrated through sample map of service and screen shot of website and marketing materials.

When filling in this application ensure that you are clearly documenting the technical and financial capacity required to deliver this State and/or Federally funded project

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables. All Timetables and/or Marketing Materials must include the following:

- Systems must provide information to the public on how to request a deviation. Phone number on timetable must be listed for requesting deviation in advance
- All deviation service must be open to the general public and noted on timetable
- Title VI “Notice to Beneficiaries” must be on all Marketing Materials
- ADA Complaint and Reasonable Modification Language must be on all Marketing Materials
- Instructions on how to obtain information in alternate format or languages
- Universal symbol of accessibility

## PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2022

The schedule below is for guidance purposes only. The suggested timetable below is to assist you in planning the completion of your SCDRTAP application on time. It is understood that dates and local procedures may vary.

### Date:

### SCDRTAP Application Only Activity:

#### No less than 30 days before your hearing

#### By this date you should have:

- Published your public hearing notice in two different newspapers, notice must be published at least 30 calendar days prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county
- Sent copy of public hearing notice to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

#### At your Public Hearing

- Read into the public hearing record summary of 2021 (to date) grant activities/goals and proposed 2022 SCDRTAP activities/ goals and budget.
- Provide copies of summary of 2021 grant activities (to date) and copies of proposed 2022 budget. (should be available in alternative format upon request)

#### 14 days After Public Hearing

- A copy of summary of 2021 grant activities/goals and current outcome as well as your agencies proposed 2022 grant activities/goals and budget should be placed in the main branch of the county library and/or the County Website for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library and/or the website one available. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library and/or website for public review.

#### August 20, 2021

Application due to NJ TRANSIT. If full transcript of the public hearing, notarized public hearing notices and/or original Freeholder Resolution is not available by this date please note it on your cover letter and submit as soon as available.

**Please note: The County must meet with their local CAC to review the proposed service activities, goals and budget for 2022. Their input and feedback should be considered in the planning process for this application.**

## SECTION I – COUNTY INFORMATION

### Project Contacts/Personnel

1. Subrecipient key contacts. This section must be completed.

Table 1

Name	Title	Address	Phone #	E-mail
Edward T. Oatman	Commissioner Director	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4100	eoatman@ucnj.org
Karen Dinsmore	Procurement Contact	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4809	kdinsmore@ucnj.org
Erick Mesias	Audit Contact	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4050	emesias@ucnj.org
Claudia Martins	EEO Contact*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4289	cmartins@ucnj.org
Leslie Gutierrez	ADA Representative*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4807	lgutierrez@ucnj.org
Stella Malpere	Title VI Representative*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4230	smalpere@ucnj.org
Evilio Salerno	Safety Officer*	10 Elizabethtown Plaza 6 <sup>th</sup> Fl. Elizabeth, NJ	908-527-4064	Esalerno@ucnj.org

\*Required for Section 5311, recommended for SCDRTAP

2. Provide the name, title, phone number, e-mail address and estimated percentage of their salary that will be charged to the grants. For example: Administrator, Operations Manager, and Safety Officer. Do not list each individual Operator, Dispatcher, or Reservationist - list the number of these positions and percentage charged per grant.

Table 2

Staff Member		Phone #	E-mail	SCDRTAP		5311	
Name	Title			Admin %	Operating %	Admin %	Operating %
Salonia Saxton	Director	908-659-5001	ssaxton@ucnj.org	15%			
Priscilla McGhee	Administrative Secretary	908-659-5011	pmcghee@ucnj.org	15%			
Salma Ramirez	Clerk/Typist	908-659-5000	sramirez@ucnj.org	15%			
Joseph Haligowski	Supervising Mechanic	908-659-7472	jhaligowski@ucnj.org		100%		
Thomas Tiplady	Diesel Mechanic	908-659-7472	ttiplay@ucnj.org		100%		
3 <sup>rd</sup> Party Contractor	42 Drivers 4 Dispatchers 2 Reservationists 3 Road Supervisors				85%		

3. By grant, for positions that will only be partially charged to either grant, describe how the estimated percentage of the salary to be charged to the grant was derived

- a. Describe what mechanism(s) are used to verify the actual time that an individual spends on grant related activities.

- a) **Since we are only allowed to charge 15% of the SCDRTAP grant to administrative salaries, the county makes up the difference. The two higher salaries are figured to work on the grant 61% and the one lower salary is figured to work 68% of the time on the grant.**

4. Describe the methodology that is used to determine how trips are charged to each funding source or grant.

**The funding source the trips are charged to be determined by the intake person based on the information provided by the passenger during the intake process.**

1. **Title III (Older Americans Act) – Gives preference to individuals age 60 and over, with the greatest social and economic needs and those that are impoverished, frail or vulnerable who require transportation.**
2. **Title XIX (Medicaid) – These trips are assigned to us through Logisticare for the purpose of transporting Medicaid eligible passengers to medical providers. These providers must either participate in the Medicaid program or meet the requirements for participation.**
3. **Title XX – The County of Union has an agreement with the New Jersey DHS Division of Disability Services for transportation to economically disadvantaged residents, the income levels are set by the Division of Housing and Community Resources.**
4. **Veterans Association – Provide transportation to veterans that are residents of Union County to VA hospitals and regional VA offices.**
5. **JARC (Job Access and Reverse Commute) – A Federally funded program to assist localities to develop new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services. Targeted to developing new or expanded services such as shuttles, vanpools, new bus routes, connector services to mass transit and guarantee ride home programs for welfare recipients and low income persons. Also, provides transportation services to suburban employment centers from urban, rural and other suburban locations for all populations.**
6. **SCDRTAP (Senior Citizens & Disabled Resident Transportation Assistance Program) – Passengers that do not meet any of the above criteria but, are elderly or disabled residents of Union County are then considered qualified for transportation under this grant to medical, education, employment, shopping, recreation, nutrition sites and for bus or rail service.**
7. **County (subsidy funding) – When the funding from SCDRTAP is exhausted, the County of Union Board of Chosen Freeholders contributes the bulk of the funding that is needed to meet the demand of remaining passengers requesting use of the**

**Paratransit system traveling anywhere within the county.**

1. Complete Table 4 and attach all of the policies and procedures that are applicable as NJT Attachment C. **Please attach all applicable policies and procedure that were not submitted with your 2020 application.**

PROCEDURES/POLICIES	Date Revised
Driver Manual/Operations Manual	2017
Reservation/In-take Policy (RSD procedures/policies)	2017
No Show/Denial Policy	2019
Fares/Donation Policy	2019
Vehicle Maintenance Policy	2015
Vehicle Accident Policy	2016
Capital Replacement Policy	2015
3 <sup>rd</sup> Party Monitoring Policy	2019
Route Deviation Policy	2013
Complaint Policy	2018
Indirect Cost Allocation Plan	N/A
ADA Complaint Procedures and Reasonable Modification Policy	2018
Title VI Program Non-Discrimination Policy	2018
Drug and Alcohol Plan*	2018
Procurement Policy (County's)	2018
CAC By-Laws (SCDRTAP)	2018
EEO Plan	2018
Other:	
Other:	

5. List SCDRTAP Citizens Advisory Committee 2022 meeting dates, and times. Locations (if through web-based application please explain)

SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION

ADVISORY BOARD MEETING DATES FOR YEAR 2022

**February 1st**

**April 5th**

**June 6th**

**August 2nd**

**Public Hearing - TBD**

**October 4th**

**December 6th**

**The County of Union SCDRTAP Advisory Board meetings are held the first Tuesday of every other month at 5:30 p.m. on ZOOM.COM. The meeting Id number and password will be sent to each board member prior to every meeting.**

**There is a Public Hearing held once a year (TBA) where the general public is invited to attend Via-Zoom.com. Comments are entered into the record for SCDRTAP Funding.**

6. Provide us with the names of SCDRTAP Citizen Advisory Committee Members. Indicate if the members are senior citizens, people with disabilities or consumer advocates and demographics of the board. Indicate Chairperson, and if applicable, Vice-Chairperson of Committee.

Union County Paratransit  
SENIOR CITIZEN AND DISABLED RESIDENT  
TRANSPORTATION ADVISORY BOARD MEMBERS  
(PLEASE SEE ATTACHMENT NJT ATTACHMENT C6)

## SECTION II - DESCRIPTION OF SERVICE

### Service Description

1. Describe any changes that have been made (days, hours of operations) in 2021 to date.

SCDRTAP: **No changes were made in the last year.**

Section 5311: N/A

2. Describe, in detail, the proposed project for 2022. Include type of service provided by grant type (i.e. deviated fixed route, demand response), days & hours of operation and trip purpose by funding.

SCDRTAP:

**SCDRTAP: To provide curb-to-curb transportation to seniors (60+), persons with disabilities and/or economically disadvantaged residents of Union County Monday through Friday from 7:30 a.m. to 5:30 p.m. with limited service on Saturday and evenings. We provide transportation for medical, mental health, employment, education, nutrition, shopping, recreation and bus and rail service. A fee of \$3.00 is charged per one way trip. Transportation is available on a first-come-first served basis. Group and/or evening transportation is provided by special arrangement through the administrative office by calling 908-659-5000. Veterans' transportation is provided every Tuesday and Thursday to Lyons Hospital and every Monday and Wednesday to East Orange VA Hospital. Transportation is provided daily to the veterans' clinic at Trinitas Hospital.**

Section 5311 (In and out of rural area): N/A

### Service Area Details and Feeder Service

Please note rural areas are defined by US Census data. Be aware the 2020 census may impact your rural funding once results are final.

Complete the following by Grant:

1. List area you propose to serve in this application by grant.

**SCDRTAP: SCDRTAP: All 21 municipalities of Union County; Berkeley Heights, Clark, Cranford, Elizabeth, Fanwood, Garwood, Hillside, Kenilworth, Linden,**

**Mountainside, New Providence, Plainfield, Rahway, Roselle, Roselle Park, Scotch Plains, Springfield, Summit, Union, Westfield and Winfield Park. We transport to a 5 mile radius outside of the county Monday through Friday; anything beyond the 5 miles we transport on Monday and Wednesday for medical proposes only.**

Section 5311: (Include the specific municipalities served. Please ensure all rural area are included as these funds derived from a formula grant using population in the rural area of your county. Allocations may be altered if areas are not served)

2. Provide a list of relevant common sites and key trip generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities, apartment complexes, senior complexes. Indicate those that are in your 5311 service area (**Section 5311 subrecipients are required to submit a map of your 5311 service area, if you are operating a deviated fixed route service please indicate the route on the map).** N/A

3. Indicate if the proposed service feeds other services? (check all that apply):

Private bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes _____		
Municipal bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List municipalities _____		
County bus service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List bus routes _____		
County paratransit	<input checked="" type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List counties _____		
NJ TRANSIT train service	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations _____		
NJ TRANSIT local fixed route bus	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List route numbers _____		
NJ TRANSIT Light Rail	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311
List train line & stations _____		
ACCESS LINK paratransit	<input type="checkbox"/> SCDRTAP	<input type="checkbox"/> 5311

As per 16:78-3.2 **Eligible Service Area:** recipients are required to provide service at least five miles beyond county boundaries under this program and are strongly encouraged to go beyond five miles if significant trip generators have been identified.

4. Does your service extend to the required 5 miles outside the county borders?  
☒ Yes      ☐ No

- a. What significant trip generators have been identified outside the county borders?  
Medical
- b. Do you provide non-medical out of county trips? No
- c. Does your agency place any restrictions on out of county trips? Medical Trips only.

### Service Coordination

All service providers must have in place a Coordinated Human Service Transportation Plan (CHSTP) that has been locally developed. The CHSTP may include the intercity bus needs of seniors, people with disabilities, and low-income populations. The FTA encourages the inclusion of intercity transportation in the CHSTP.

Provide the following:

1. Date last updated CHSTP: Sept 2018 Plans should be updated every 5 years.

Attach all addendums and/or updates to your CHSTP since 2020 to date. Attach as NJT Attachment A

2. Please list tentative CHSTP stakeholder 2022 meetings dates, locations and times (meeting can be virtual if necessary) Meetings should be scheduled at a minimum of two times a year. Meeting must be scheduled prior to submission of this application.

Please list tentative dates of when meeting are scheduled for:

Meeting Date October 2021

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

Meeting Date \_\_\_\_\_

### Route Deviation (please only complete if changes from 2021 application)

1. If you operate route deviation service, explain how trips are documented and how deviation requests are tracked? No Changes were made.
2. List routes and provide data in Table 7.

Table 7

Route by Name	Is This Route Funded by SCDRTAP?	Is This Route Funded by 5311?	Annual One-Way Trips	Annual Total # of Times Vehicle Deviates from Route

3. Is it your policy to announce stops at transfer points, major intersections and destination points, at adequate intervals along a route and an individual stop upon request? This requirement must be noted in driver manual.

☒ Yes ☐ No

4. Do your vehicles have signage showing route and destination?

☒ Yes ☐ No

5. Do you allow deviation for general public passengers?

☒ Yes ☐ No

6. Do your vehicles have the universal accessibility symbol?

☒ Yes ☐ No

### Training

1. Have any new trainings been implemented in response to COVID-19?

☐ Yes ☒ No

If yes, please explain.

2. Do you provide training for your drivers?

☒ Yes ☐ No

If yes, please list trainings.

**Sexual Harassment, Drug and Alcohol, Blood borne pathogens.**

**Classroom Training includes:** Defensive Driving, Wheelchair securement, PASS, Following Distance, Pedestrian Awareness, Pre-trip inspections, Intersections, Backing-up, Railroad crossings and more. **Behind the wheel training with another driver or road supervisor:** Maneuverability, Forward/Reverse Three Point, Six point turn, Serpentine, Straight backing, and Railroad crossings.

## 2022 Short-Term Program Goals

List at least three goals to improve your system in grant year 2022. Include Milestones on how you will obtain these goals.

Goal 1. To continue to provide the service we are currently providing with reduced funding.

Milestone: Continue to work with our third party vendor in achieving our goal.

Goal 2. To obtain additional funding, by pursuing grants or entering into agreements with Agencies.

Milestone: Continue to seek additional funding thru various State, Local and Federal agencies

Goal 3. Outreach to agencies or areas needing Paratransit services.

Milestone: Continue to work with the County of Union Outreach Program and various agencies to obtain and provide transportation services throughout the County of Union.

## SECTION III – BUDGET

### Program Budgets

Complete attached Excel spreadsheets for your grant year 2020 Expenditure and grant year 2022 projected budgets. Please make sure to include **ALL** funding sources and required local match if applicable. You can edit the heading to include funding sources that are not listed. (See attachment)

### Close-out funds

Does your agency have carryover funds that will be added into the 2022 SCDRTAP budget? Please note close-out funds should be added to your 2022 allocation and shown in the attached budget spreadsheet 2022 proposed budget by funding source. Be sure that the funds were not previously requested by way of a budget modification. Also, keep in mind that if you don't indicate close-out funds in this application but later request it there is a possibility the availability of funds will be delayed.

☐ Yes ☒ No

What Calendar year(s) carryover funds will be added to the 2022 budget? N/A

Provide the amount of funds that will be added. \_\_\_\_\_

To what budget will you be adding your carryover funds to?

- ☐ Operating
- ☐ Administration
- ☐ Capital

Describe in detail what your carryover funds will be allocated for? N/A

## Indirect Administrative Costs

1. By grant, do you charge indirect cost to either SCDRTAP or 5311?  
If yes, attach your approved Indirect Cost Plan as NJT Attachment B.

SCDRTAP

☐ Yes

☒ No

5311

☐ Yes

☐ No

What federal agency has approved your indirect cost plan for 5311? N/A

2. Has the applicant made a change in its accounting system and/or cost rate proposed methodology, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?
- ☐ Yes ☒ No

All procurements for SCDRTAP and S5311 over \$1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Section 5311 third party contracts must include applicable federal clauses and be reviewed and approved by NJ Transit prior to advertising. All vendors with multiyear contracts under FTA programs must sign annual certifications in order to remain compliant.

## SECTION V - PUBLIC OUTREACH

### Marketing and Advertising

What type of marketing and/or advertising does your agency provide to the public regarding your services?

☐ Timetables

☐ Customer Guidelines

☒ Service brochures

☒ Website

☐ TV/PSA

☒ County buildings or offices \_\_\_\_\_

**Please provide copies of all marketing or advertising of your service as NJT Attachment K**

Agency website link www.ucnj.org

Please note that all websites must be compliant with ADA, Title VI, Route deviation and general public language if applicable. For assistance or guidance please contact your Regional.

If you provide S5311 service does your marketing materials include language that the service is open to the General public?

☐ Yes ☐ No **N/A**

**Public Hearing and Notification (only required for SCDRTAP funding)**

Due to COVID-19 Public hearing may be virtual.

Attach all documents as NJT Attachments C1-C7

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Please ensure that individuals have a method to submit comments if unable to attend. Submit notarized copies of both public notices with application as NJT Attachment C1.
2. The Public Hearing Notice must be sent to all Municipal Clerks in your county. The Public Hearing Notice must also be sent to county organizations, agencies, and associations that serve senior citizens and people with disabilities. Submit a list of organizations and Municipalities that the letter was sent to as NJT Attachment C2.
3. A large print of the Public Hearing Notice must be posted on all system vehicles. Notice must be posted on all vehicles at least 30 days prior to the public hearing and left on the vehicles until the date of the hearing. Submit a sample of the vehicle notice as **NJT Attachment C3**.

Prior to and After Public Hearing Date:

1. Prior to the Public Hearing a copy of the 2022 budget and goals must be available for public review on the County Website and/or in the Public Library (and at least 14 days after the public hearing date). Include as **NJT Attachment C4** the screen shot of the website and copies of correspondence requesting the web post and/or name of the library branch, address and date copy was placed in Library.
2. Once your application is completed an electronic copy of the 2022 application must be placed on the county website for public review. Attach a screen shot of the county website with the link to the electronic application as **NJT Attachment C5**.
3. The County must meet with their local CAC to review the proposed service activities, goals and budget for 2022. Their input and feedback should be considered in the planning process for this application. Please indicate the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members as **NJT Attachment C6**.
4. Copies of the 2022 summary of proposed activities, goals and proposed budget should be available at the public hearing.
5. Complete public hearing transcripts must be submitted. If public hearing was conducted via an online/ virtual platform, please ensure that recording of public hearing is transcribed.

If not available by application due date the transcripts can be submitted after the application's filing deadline as **NJT Attachment C7**.

## SECTION VI - ADDENDUMS

### **SCDRTAP Maintenance of Effort (MOE) Certification**

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program. Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system

Actual Maintenance of Effort for 2020	\$472,000
---------------------------------------	-----------

Proposed Maintenance of Effort for 2022	\$472,000
---	-----------

If the MOE for 2022 has increased/decreased, please explain below:

June 11, 2021

Janelle Rivera, Manager Local Programs  
NJ TRANSIT  
Local Programs and Minibus Support  
One Penn Plaza East, 4<sup>th</sup> floor  
Newark, New Jersey 07105-2246

Dear Mrs. Rivera:

The Union County Paratransit System is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. Union County is requesting \$1,064,750.00 for 2022. The scheduled public hearing date is August 10, 2021. The application will be available at the following locations: Elizabeth Public Library and the county web site as of the following date August 24<sup>th</sup>.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact Salonia Saxton at 908-659-5001.

As the Applicant, the Union County Paratransit System agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2022. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,



Salonia Saxton, Director  
Union County Paratransit System

## **SCDRTAP Applicant Authorizing and Supporting Resolution**

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of (Union County Paratransit) for a grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as amended.

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act," and,

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and,

WHEREAS, the county of (Union) must submit an application to NJ Transit Corporation to obtain funding in amount of \$1,064,750.00 for period covering January 1, 2022 to December 31, 2022; and

WHEREAS, the county of (Union) will provide transportation services as described and intended by the Senior Citizen and Disabled Resident Transportation Assistance Act.

NOW, THEREFORE, BE IT RESOLVED BY (The Union County Commissioner's)

1. (Union County Paratransit) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT  
Local Programs & Minibus Support  
One Penn Plaza East- 4<sup>th</sup> Floor  
Newark, NJ 07105-2246; and,

2. BE IT FURTHER RESOLVED, that the Salonia Saxton) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Union).

## SECTION VII – 5311 ADDITIONAL ITEMS N/A

The following are only required by Section 5311 Applicants

### **Opinion of Counsel Letter**

Sample Opinion of Counsel-Attach as NJT Attachment F

(Date)

(Name of Applicant)

(Address of Applicant)

To Whom It May Concern:

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of Name of Applicant for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for Name of Applicant's ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

Name of Applicant is authorized to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly or by agreements with other parties.

The authority of Name of Applicant to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, of the local ordinance passed by County Board of Chosen Freeholders or other governing body authorizing funding for the local share, if applicable).

I have reviewed the pertinent Federal State and local laws, and I am of the opinion that there is no legal impediment to making application for Section 5311 assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action, which might in any way adversely affect the proposed project in the program or the ability of Name of Applicant to carry out such projects in the program.

Sincerely,

Legal Counsel

## ADA Certification of Equivalent Service

Attach as NJT Attachment G

The **(Union County Paratransit)** certifies that its demand responsive/ Route Deviation service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;
- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive/ Route Deviation systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the appropriate state program office before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the appropriate state program office. Such public entities receiving FTA funds under any other section of the FT Act must file the certification with the appropriate FTA regional office. This certification is valid for no longer than one year from its date of filing.

Salonia Saxton

(Name of authorized official)

Director

(Title)

Salonia Saxton

(Signature)

Date: 8/3/21

## Civil Rights

### Title VI

Does your agency have a current approved Title VI program submitted to NJ TRANSIT?

☒ Yes ☐ No

Has your agency received any complaints, investigations or lawsuits alleging discrimination in the delivery of transportation service within the last three years?

☐ Yes ☒ No

If yes, provide a description of the allegation and the current status and/or outcome.

Has any federal entity conducted a Title VI compliance review of your agency within the last three years?

☐ Yes ☒ No

If yes, provide the following:

- Purpose/Reason for Review
- Name of the Agency that Performed the Review
- Summary of Findings/Recommendations
- Status and/or Disposition

Do you have any pending grant applications to other federal agencies (besides FTA)?

☐ Yes ☒ No

If yes, provide a brief description of pending applications to other federal agencies.

Has your agency had a finding of noncompliance by any other federal agency?

☐ Yes ☒ No

## Exhibit A – List of Private Bus Operators Serving New Jersey

<p>Aristocrat Limo &amp; Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: tidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc./Golden Express 15 Division Street 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarp@greyhound.com</p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc. 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>
<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>

Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: <a href="mailto:john@sheppardbus.com">john@sheppardbus.com</a> Mr. John Sheppard Mr. Ken Sheppard	Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: <a href="mailto:msussman@startours.com">msussman@startours.com</a> Mr. Mitchell Sussman	Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: <a href="mailto:vivian@stoutsbus.com">vivian@stoutsbus.com</a> WEBSITE: <a href="http://www.stoutsbus.com">www.stoutsbus.com</a> Mr. Harry Stout Mr. Shawn Stout
Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: <a href="http://www.transbridgebus.com">www.transbridgebus.com</a> Mr. Tom JeBran Mr. Len Marzen	Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez	Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney
Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: <a href="mailto:ronaldfaillace@hotmail.com">ronaldfaillace@hotmail.com</a> WEBSITE: <a href="http://www.trolleytoursinc.net">www.trolleytoursinc.net</a> Ronald R. Faillace, President	Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: <a href="http://www.evanderhoof.com">www.evanderhoof.com</a> Mr. Edward Vanderhoof	Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis
Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani	Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: <a href="mailto:john.emberson@coachusa.com">john.emberson@coachusa.com</a> Mr. John Emberson	Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: <a href="mailto:jon.nguyen@coachusa.com">jon.nguyen@coachusa.com</a> Jon Nguyen
Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: <a href="mailto:jim.rutherford@coachusa.com">jim.rutherford@coachusa.com</a> Mr. Jim Rutherford	Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: <a href="mailto:david.gee@coachusa.com">david.gee@coachusa.com</a> Mr. David Gee	Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: <a href="mailto:george.grieve@coachusa.com">george.grieve@coachusa.com</a> WEBSITE: <a href="http://george.grieve@coachusa.com">george.grieve@coachusa.com</a> Mr. George Grieve
Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: <a href="mailto:ronald.kohn@coachusa.com">ronald.kohn@coachusa.com</a> Mr. Ronald Kohn	MPC Bus corp 320 Nassau Blvd, Garden City, NY 11530 718-647-2988-3600 FAX: 718-235-8075 E-MAIL: <a href="mailto:avona@totalbuscompany.com">avona@totalbuscompany.com</a> Mr. Augustino vona	

**Exhibit B – Designated Leads for Human Services Transportation Coordination Plan**  
**Please update if necessary**

<b>County</b>	<b>Lead</b>	<b>E-mail</b>	<b>Phone Number</b>
Atlantic	Mr. Demetrius Pearson	<a href="mailto:pearson_demetrius@aclink.org">pearson_demetrius@aclink.org</a>	609-645-7700 x4058
Bergen	Mr. Anthony Suarez	<a href="mailto:asuarez@co.bergen.nj.us">asuarez@co.bergen.nj.us</a>	201-336-3380
Burlington	Mr. Jerry Kilkenny	<a href="mailto:jkilkenny@co.burlington.nj.us">jkilkenny@co.burlington.nj.us</a>	609-265-5597
Camden	Ms. Carol Miller	<a href="mailto:cmiller@sjta.com">cmiller@sjta.com</a>	856-427-0988
Cape May	Mr. Dan Mulraney	<a href="mailto:dmulraney@co.cape-may.nj.us">dmulraney@co.cape-may.nj.us</a>	609-889-3700 x107
Cumberland	Ms. Barbara Nedohon	<a href="mailto:barbarane@co.cumberland.nj.us">barbarane@co.cumberland.nj.us</a>	856-453-2220
Essex	Mr. Michael Viera	<a href="mailto:michaelmvsr@aol.com">michaelmvsr@aol.com</a>	973-395-8418
Gloucester	Ms. Lisa Cerny	<a href="mailto:lcerny@co.gloucester.nj.us">lcerny@co.gloucester.nj.us</a>	856-686-8362
Hudson	Ms. Darice Toon	<a href="mailto:dtoon@hcnj.us">dtoon@hcnj.us</a>	201-369-5280 x4231
Hunterdon	Ms. Tara Shepherd	<a href="mailto:tara@hart-tma.com">tara@hart-tma.com</a>	908-788-5553
Mercer	Mr. Martin DeNero	<a href="mailto:mdenero@mercercounty.org">mdenero@mercercounty.org</a>	609-530-1970 x17
Middlesex	Mr. Stanley Subjinski	<a href="mailto:Stanley.Subjinski@co.middlesex.nj.us">Stanley.Subjinski@co.middlesex.nj.us</a>	732- 745-4029
Monmouth	Ms. Kathy Lodato	<a href="mailto:kathleen.lodato@co.monmouth.nj.us">kathleen.lodato@co.monmouth.nj.us</a>	732-577-6731
Morris	Mr. Joesph Costantino	<a href="mailto:jcostantino@co.morris.nj.us">jcostantino@co.morris.nj.us</a>	973-829-8105
Ocean	Mr. David Fitzgerald	<a href="mailto:dfitzgerald@co.ocean.nj.us">dfitzgerald@co.ocean.nj.us</a>	732-736-8989 x235
Passaic	Mr. Michael Parra	<a href="mailto:michaelp@passaiccountynj.org">michaelp@passaiccountynj.org</a>	973-305-5763/5758
Salem	Mr. Matthew Goff	<a href="mailto:Matthew.goff@salemcountynj.gov">Matthew.goff@salemcountynj.gov</a>	856-339-8622
Somerset	Mr. John Adair	<a href="mailto:Jadair@co.somerset.nj.us">Jadair@co.somerset.nj.us</a>	908-231-7116
Sussex	Ms. Carol Novrit	<a href="mailto:cnovrit@xbp.dhs.state.nj.us">cnovrit@xbp.dhs.state.nj.us</a>	973-383-3600 x5152
Union	Ms. Karen Dinsmore	<a href="mailto:kdinsmore@ucnj.org">kdinsmore@ucnj.org</a>	908-527-4809
Warren	Ms. JanMarie McDyer	<a href="mailto:jmcdyer@co.warren.nj.us">jmcdyer@co.warren.nj.us</a>	908-475-6080